

**CONTRACT WORK ORDER PROCEDURE**  
**(For CWO Driven Non-Baseline Work)**

**A.     DEFINITION**

1.     A Contract Work Order (CWO) is a bilateral document issued by JPL to begin, authorize, or define a contractor's specific effort in implementing work under the basic Subcontract for nonpersonal services.
2.     A CWO Supplement is a bilateral document issued by JPL that modifies or terminates an active CWO. Each supplement bears the number of the original CWO, followed by a "dash" number (e.g., -1, -2, -3, etc.), as appropriate.

**B.     PROCEDURE**

1.     CWOs will be issued on a CWO form (either form JPL 1513-S, "Contract Work Order," or a form tailored for a particular Subcontract), a copy of which is attached to this procedure.
2.     All CWOs issued will:
  - a.     Be on the prescribed form and numbered consecutively.
  - b.     Describe the work to be performed or the services or supplies to be furnished.
  - c.     State the estimated expenditure.

**C.     AUTHORIZATION**

1.     All CWOs and supplements will be issued by the cognizant JPL Contract Negotiator.
2.     CWOs issued under this Subcontract will be issued initially with sufficient estimated expenditure amounts to allow the Contractor to immediately start work.

3. When starting work under a CWO, the Contractor will also begin preparing, for submittal to JPL, a cost estimate delineating in detail the (i) estimated labor hours per job classification, (ii) wage rates, (iii) number of drawings, (iv) material quantities and (v) material costs covering all costs for work specified in the CWO. This estimate will be the basis for issuing a Supplement to the respective CWO, covering applicable revisions in work or estimated performance period. This Supplement will also specify the total estimated expenditure amount for the CWO.

**D. LIMITATION OF OBLIGATION**

In addition to the provisions of paragraphs (e) and (f) of the Special Provision of this Subcontract entitled "Timekeeping and Payments," the following provisions shall apply to each Contract Work Order (CWO) issued under this Contract:

- (1) The Institute shall not be obligated to pay the Contractor any amount in excess of the Estimated Expenditure set forth on each CWO and the Contractor shall not be obligated to continue performance of the work described in such CWO or to otherwise incur costs in excess of such Estimated Expenditure, unless and until JPL shall have issued a written CWO Supplement increasing such Estimated Expenditure.
- (2) If at any time the Contractor has reason to believe that the costs for performance of work described in a CWO will exceed the Estimated Expenditure of such CWO, it shall immediately notify the cognizant JPL Contract Negotiator to that effect, giving its revised estimate of the total cost to perform the work. Such notification may first be given verbally, but shall be confirmed in writing if JPL requests written confirmation thereof.

## CONTRACT WORK ORDER

(For CWO Driven Non-Baseline Work)

TO:	CONTRACT NO.:	WORK ORDER NO.
	JPL ACCOUNT NO.	DATE
ESTIMATED PERFORMANCE PERIOD	COGNIZANT REPRESENTATIVE:	
START:                      COMPLETE:	JOB COORDINATOR:	
<div><input type="checkbox"/> In accordance with the provisions of the above numbered Contract, you are hereby authorized and directed to provide qualified personnel as follows:</div> <div><input type="checkbox"/> Pursuant to Article 1, Statement of Work, of subject Contract, direction is hereby given the Contractor to:</div>		
ESTIMATED EXPENDITURE: \$ _____ (NOT TO EXCEED WITHOUT PRIOR AUTHORIZATION)		
JPL RELEASE AUTHORIZATION		
	PROCUREMENT 818-393-5130	PROJECT
	Stephanie P. Gavshon	
CONTRACTOR ACKNOWLEDGMENT		
BY	TITLE	DATE

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cwo-a

JPL1513